



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #33/06
July 17, 2006

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: On-Line Recruitment System

During the 2005 legislative session, the Department of Personnel was granted funding for the development of an on-line recruitment system. This new system will reside on the Integrated Financial System (IFS) environment and be totally integrated with the Nevada Employee Action and Timekeeping System (NEATS). The system will be completed in two phases, with final development scheduled to occur in the next biennium. The first phase, scheduled for completion in September 2006, will provide for development of on-line announcements, daily posting of announcements, search of open recruitments and/or specific vacancies and submittal of on-line applications from both current State employees and the general population. For state employees, the application process will be significantly streamlined using information from Advantage HR. Phase II will include automation of the testing and certification segment.

The projected go-live date for the first phase of this system is September 5, 2006. There are many critical steps that must be completed before we are able to successfully complete this phase of the project. We will be working with you to prepare for the rollout of this new system in the following areas:

Conversion of On-going Recruitments

Department of Personnel recruiters will be contacting your personnel representatives in the next couple of weeks to discuss the recruitments that are currently open and not scheduled to close before September 5, 2006. We will need to determine if these recruitments can be closed down and whether there will continue to be recruitment needs during this time. If so, we will work with you on determining the best way to announce vacancies. No announcements will be posted the week of August 28, 2006 in order to allow existing announcements to be converted to the new system. Please review your recruitment plans and if it is critical that an

MEMO PERD #33/06

July 18, 2006

Page 2

announcement be posted plan on opening it prior to August 28th. Once the new system is activated, agencies will be able to develop their own announcements and submit them to the Department of Personnel electronically. Upon review and approval, the announcements will be posted to our website in real-time, which means new announcements will be posted throughout the day.

Security Role Assignments for Agency Recruiters

Since this recruitment system is integrated with NEATS, it shares the same security component as the Timesheet and other NEATS modules. Therefore, you can limit participant access to recruitment activities by business functions and agency/organization.

In order to set up your agency and begin creating and requesting on-line recruitments, we will need to determine which employees at your agency will have access to perform the activities related to recruiting. To some extent, the new system has been built to mirror the current paper processes which should make it easy to match your employees with a security role or roles. For example, the employee(s) who currently completes an NPD-3 form, compose divisional announcements, etc. will most likely have an Agency Requestor role and the employee who approves these actions will probably have the Agency Recruitment Approver role. All state employees will automatically be assigned an "Applicant" role to search and apply for jobs. You will not need to do anything for these employees.

We have enclosed a Confidentiality Agreement for your review and completion on each employee needing access for recruitment activities. You will notice that there is a section for delegated and non-delegated agencies. The delegated agency section is only for those agencies who have a formal written delegation agreement on file with the Department of Personnel for the authority to finalize their own recruitments. All other agencies are considered non-delegated and should choose roles for their employees from this section. These forms can also be printed from the IFS-HR website at <http://ifs.state.nv.us> click on the Confidentiality Forms link. Either complete a hardcopy and return them to the Department of Personnel IFS, 727 Fairview Dr. Suite A, Carson City, Nevada 89701 ATTN: Tricia Buckner. Or complete an on-line form from the IFS website, print and submit. If you need help completing these forms, please contact Trish at (775) 687-9090. **ALL FORMS MUST BE RETURNED NO LATER THAN FRIDAY AUGUST 4, 2006.**

Training

Training will be offered to all who have been assigned one of the recruitment security roles. There will NOT be any classes offered on the job search and application processes. We feel confident that when someone gains access to these components they will find them easy to navigate and with the built in system edits will be successfully guided through the process of applying for a job. Additionally, there will be other help mechanisms for employees to gain information on how to apply for state jobs such as the Department of Personnel website and the IFS-HR Help Desk

The training classes have been created in the NEATS Employee Development module and will be available to you for scheduling after August 7, 2006. Four hour training sessions are

MEMO PERD #33/06

July 18, 2006

Page 3

scheduled for the northern part of the state on August 29, 30 and 31 and in Las Vegas on August 23 and 24. Makeup sessions in both locations are scheduled for September 7th. Please ensure your employees enroll in one of these classes through the Employee Development Module of NEATS. Be careful to choose the correct class as they will be offered in two areas; delegated and non-delegated agencies. The following is the training schedule for north and south:

Dates		Time	Location	Subject	Trainers	Attendees
August 23, 2006	Wednesday	8:00 – 12:00	Welfare PDC – Las Vegas	Recruitment Applicant Application	Bob Burd, Lieka Fitzgerald	Non-Delegated Agency Recruiters & Approvers
August 23, 2006	Wednesday	1:00 – 5:00	Welfare PDC – Las Vegas	Recruitment Applicant Application	Bob Burd, Lieka Fitzgerald	Delegated Agency Recruiters & Approvers
August 24, 2006	Thursday	8:00 – 5:00	Welfare PDC- Las Vegas	Recruitment Applicant Application	Bob Burd, Lieka Fitzgerald	Non-Delegated Agency Recruiters & Approvers
August 24, 2006	Thursday	1:00 – 5:00	Welfare PDC – Las Vegas	Recruitment Applicant Application	Bob Burd, Lieka Fitzgerald	Delegated Agency Recruiters & Approvers
August 29, 2006	Tuesday	8:00 – 12:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Non-Delegated Agency Recruiters & Approvers
August 29, 2006	Tuesday	1:00 -5:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Delegated Agency Recruiters & Approvers
August 30, 2006	Wednesday	8:00 – 12:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Non-Delegated Agency Recruiters & Approvers
August 30, 2006	Wednesday	1:00 – 5:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Delegated Agency Recruiters & Approvers
August 31, 2006	Thursday	8:00 – 12:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Non-Delegated Agency Recruiters & Approvers
August 31, 2006	Thursday	1:00 – 5:00	Carson City IFS Training Rm B	Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Delegated Agency Recruiters & Approvers

MEMO PERD #33/06

July 18, 2006

Page 4

September 7, 2006	Thursday	8:00 – 5:00 (2 sessions)	Carson City IFS Training Rm B	MAKE-UP CLASSES Training: Recruitment Applicant Application	Micheal Shannon, Sheri Dunn	Delegated and Non Delegated Agency Recruiters & Approvers
September 7, 2006	Thursday	8:00 – 5:00 (2 sessions)	Welfare PDC – Las Vegas	MAKE-UP CLASSES Training: Recruitment Applicant Application	Bob Burd, Lieka Fitzgerald	Delegated and Non Delegated Agency Recruiters & Approvers

Your staff will be required to attend training in order to have access rights to the system.

Procedures

As with any new system some business functions and/or work flow may have changed. We want to provide you with tools for these changes in order to make your transition as smooth as possible. One way is to provide you with step by step procedures on the different recruitments you will be requesting. These procedures will be used in the training classes your staff are attending and additional copies will be available on the Department of Personnel website by the end of August. As well, our recruiters will be available to assist you in the on-line recruitment process.

At anytime you need additional assistance with the rollout process or have specific questions please feel free to contact Peter Long at (775) 684-0103 for questions in the north or Mark Anastas at (702) 486-2902 for questions in the south.

Thank you for your support and encouragement as we bring this new and exciting on-line recruitment system to the State of Nevada.

JG:sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives